

**Adolescent School Health Initiative
Office of Public Health
Department of Health & Hospitals**

For 2009-10, Clinical Fusion exports will contain protected health information, therefore data exports can no longer be sent to OPH via email or mail. If you have already downloaded the VPN Client and would like to upload your export, please skip to step 3. Otherwise, start with step 1.

Installation Instructions for Cisco VPN Client on Windows, 2000, XP, or Vista

General Information

Please read all instructions before proceeding

Close all programs/applications before starting

Create a folder anywhere on your “C” drive and call it “Secure Drive”

1. To Download The Client Software

Using “Internet Explorer”, copy <ftp://204.58.123.221> into the address box and enter. A screen will pop up asking for FTP site “Username and Password”

The FTP site “Username” is **ophftp** with “Password” **ftp4oph**

Double click on file “DHHVPNSelfExtract.exe” for the full version

Save the file to the “Secure Drive” folder you had previously created

Once the file is successfully downloaded, locate the “DHHVPNSelfExtract.exe”

file. Double click the “DHHVPNSelfExtract.exe” file to unzip

Click the “Browse” button to select the location where to unzip all the files

Direct all the unzip files to the “Secure Server” folder

Click “Unzip”

2. Start Installation Process

-Cisco Systems VPN Client Setup

Go into the “Secure Server” folder and locate “vpnclient_setup.exe”

Double click to run file

-Cisco Systems VPN Client Setup – License Agreement -

Click option to agree to license terms

Click “Next” to continue

-Cisco Systems VPN Client Setup – Starts-

Wait for installation to complete, this may take a few minutes to complete.

-Cisco Systems VPN Client Setup – Install Complete-

Click “Yes, I want to restart my computer now”

Click “Finish” button to restart your computer

3. After computer reboots-

Select Cisco Systems VPN Client application

When "VPN Client" is launched to access the DHH Network

Highlight the "AuthenticateDHH" entry in the connection entry list

Point your mouse at the highlight, right click and select "modify"

Enter "204.58.123.33" into the "Host" and click "Save"

Now the new information is saved

Click the "AuthenticateDHH" entry you just modified

Go to the top left and click "Connect"

-A screen will pop up asking for the following information-

Username: Enter your user name here without the "DHH/" in front

Password: Enter password

Domain: DHH

Click "Ok" to connect to DHH Network

A message will pop up saying "You are in the DHH network now!"

This means you have done everything correct so far!

4. How To Log Into Your Secure Drive

Open up "My Computer" from your desktop

Copy your "URL" address into "My Computer" address box and hit enter

A "Log On" screen will pop up

Enter your "User Name" including "dhh/" and "Password"

To "Upload Export", just simply "Copy" and "Paste" export into the secure